

WHAT IS CLAIMED IS:

1. A sheet postprocessing apparatus for receiving a sheet discharged from an image forming apparatus and performing a folding process for the sheet, comprising:

5 a first crease forming unit which folds the sheet into two by forming a first crease on the sheet in a direction perpendicular to a longitudinal direction thereof;

 a second crease forming unit which folds the
10 two-folded sheet into three by forming a second crease on the sheet so as to be parallel to the first crease;

 a first abutting member which is movable and against which a leading end of a sheet introduced into said first crease forming unit abuts to be positioned;

15 a second abutting member which is movable and against which the first crease formed by said first crease forming unit abuts to be positioned;

 first driving means for driving said first abutting member;

20 second driving means for driving said second abutting member; and

 control means for controlling said first crease forming unit, said first driving means, said second crease forming unit, and said driving means and selecting an
25 inward three-fold process or a Z-fold process so as to make each selected process executable in the same sheet convey path.

2. An apparatus according to claim 1, wherein said control means drives said first and second driving means in accordance with a paper size so as to move said first and second abutting members to predetermined positions.

5 3. An apparatus according to claim 1, wherein said first crease forming unit is constituted by a pair of first folding rollers and a folding plate which pushes the sheet to a nip point of the first folding rollers, and said second crease forming unit is constituted by a pair of
10 second folding rollers.

4. An apparatus according to claim 3, wherein outer surfaces of the pair of first folding rollers constituting said first crease forming unit are made of a material with a high frictional resistance.